



DEPARTMENT OF PERSONNEL & ADMINISTRATION
STATE ARCHIVES AND PUBLIC RECORDS
RECORDS DISPOSITION SCHEDULE

ARCHIVES NO.

07-19

DEPARTMENT SECRETARY OF STATE		DIVISION ADMINISTRATION	SECTION BUDGET & FINANCE Accounts Receivable	PERMANENT NON-PERMANENT <input checked="" type="checkbox"/>
ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS	
1	TAX EXEMPTION FILE	Retain in agency	NOTE: No record shall be destroyed that pertains to any pending legal case, claim, action or audit.	
2	BANK RECORDS	Retain in agency for 3 years plus current then destroy		
3	DEPOSITS WITH STATE TREASURER	Retain in agency for 3 years plus current then destroy	CR's (along with deposit form, register recap, daily deposit report and internal R-Doc)	
4	WEB SETTLEMENTS	Retain in agency for 3 years plus current then destroy	Settlements include Register Recap, Daily Deposit detail and internal R-Doc)	
5	CASH DRAWER RECONCILIATIONS	Retain in agency for 1 year plus current then destroy		
6	CENTRAL COLLECTIONS – MONTHLY REPORTS (Statements, Acknowledgement listings, Cancellations, Pay Directs, Legal Accounts, and Recommended Write-offs)	Retain in agency for 3 years plus current then destroy		
7	PRE-PAID ACCOUNT APPLICATIONS	Retain in agency until account is closed		
8	REFUNDS	Retain in agency for 3 years plus current then destroy	Filed by Voucher number	
9	SHORT CHECKS TO COLLECTIONS	Retain in agency for 3 years plus current then destroy		

I request approval of the above records disposition schedule. Retention periods have been established by this agency after careful evaluation of all of the factors listed in the State Records Management Policies and Procedures Manual. I hereby certify that I am

authorized to act for the head of this agency in matters pertaining to disposal of records. I also certify that I will comply with all conditions listed on page 4-10 of the Records Management Policies and Procedures Manual..

State Archivist's Signature

Terry Ketchum

Date

11/6/2006

Records Liaison Officer's Signature

Janet Chacon

Date

11/8/06

Attorney General's Signature

John W. Suthers by mm

Date

11/27/06

State Auditor's Signature

Gregory J. Ray

Date

11/9/06